**Receive a PO in Ariba Business Process**

**Last Updated**: 02/12/2021

**Process:** Use this process receive purchase orders (PO’s) in Ariba.

**Quick Reference Guides:** [Receiving in Ariba QRG](https://sp2013.itap.purdue.edu/businessservices/procure/training/Shared%20Documents/Receiving%20in%20Ariba.docx)

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| **Step** | **What to Do** | | **How to Do It** | | | **Who Does It** |
| **1** | Compare received purchase order with packing slip. | | Open package(s) and compare contents to packing slip. If correct, you should notify the person(s) identified as an Ariba receiver for your department.  For deliveries with damaged, missing, or incorrect items, see Step 2. Be sure to inform your receiver of these issues so the receiver can receive/reject the Ariba receipt appropriately in Ariba. | | | Requester, Receiver, Business Office,  Department Staff |
| **2** | Contact the vendor about deliveries with missing, damaged, or incorrect items. | | For items that need to be returned because they are **damaged**, see the [claims processing policies](http://www.purdue.edu/materials/ship/claim.htm).  If the **wrong items** were ordered or there is an incorrect shipment of items, contact the vendor and make arrangements with them for pickup of those items and shipment of the correct items. Reject any invoices in reconciling status.  NOTE: Most vendors have a 30 day return policy. Policies vary by vendor, please check with each vendor.  For **missing items**, notify the vendor so that the vendor can ship the missing item(s). | | | Requester, Receiver, Business Office,  Department Staff |
| **3** | Review Open PO report. | | View report on [Procure-to-Pay SharePoint site](https://sp2013.itap.purdue.edu/businessservices/procure/procuretopay/default.aspx). Review any lines that have a delivery date more than 14 days old and do one of the following:   * **Receive** in Ariba (if items physically received and ready to pay) * **Cancel** (if items have not and will not be physically received) * Send an **updated delivery date** for each line to [pshelpdesk@purdue.edu](mailto:pshelpdesk@purdue.edu). Once updated, lines will adjust to the appropriate place on the report and will no longer show as past due. | | | Requester, Receiver, Business Office,  Department Staff |
| **4** | Review GRIR Clearing Report. | | View report on [Procure-to-Pay SharePoint site](https://sp2013.itap.purdue.edu/businessservices/procure/procuretopay/default.aspx). Filter on invoice needed in the action field and filter 31-60, 61-90 and >90 in the days old field. These are goods receipts that have been processed, but no invoices are in SAP.   * Validate the invoice is not in Ariba and needs to be reconciled or approved and sent to Ariba.   + Process the exception if the invoice is in Ariba. * If no invoice, validate if the item(s) were physically received.   + If not physically received, process a reversal in Ariba. * Contact the vendor if item(s) were physically received and an invoice is needed. | | | Requester, Receiver, Business Office,  Department Staff |
| **5** | Process receipt in Ariba. | | In Ariba, receipts will be automatically processed for purchase orders (PO’s) that total $1000 or less.  See the [Receiving in Ariba QRG](https://sp2013.itap.purdue.edu/businessservices/procure/training/Shared%20Documents/Receiving%20in%20Ariba.docx) for step-by-step instructions.  NOTE: PO’s must show received in the system for payment to be made to the vendor. | | | Receiver |
| **6** | File documentation. | | File the original purchase request document, the packing slip, and all other back-up paperwork in accordance with the [document retention guidelines](http://www.purdue.edu/business/records/pdf/Records_Retention_Schedule.pdf).  Scan the packing slip and attach to receipt in Ariba. If the receipt has already been processed, attach the scanned packing slip to the PO. | | | Requester, Receiver, Business Office |
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